



Maine Library of Geographic Information

Staffing-Executive Director

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Introduction

Based on recommendations in the GeoLibrary Strategic Plan, an Executive Director position was established. In accordance with MSRA 5, Chapter 163, Subchapter 4, the Department of Administrative and Financial Services (DAFS) provides staff to support the GeoLibrary Board and, accordingly, the Maine Office of GIS, Office of Information Technology Services, DAFS provides the administrative home for the Executive Director position. This policy outlines the roles and expectations of GeoLibrary Board Executive Director (Director) and its reporting structure.

Policy

1. The Director shall not serve as a Board member and is a non-voting staff position.
2. The Board expects that the Director will understand the mission, vision and goals of the GeoLibrary and its Board and work to accomplish the priorities established by the authorizing Legislation and the Strategic Plan of the GeoLibrary.
3. The Director will work under the direction of the State GIS Manager (Manager) to ensure the Board's priorities are pursued.
4. The Board and the Manager will develop a written work plan for the Director. The work plan will be based on the GeoLibrary Legislation and Strategic Plan. The Board will review and approve the work plan biannually. Requests to modify the Director's work plan must be provided to the Manager in writing.
5. The Director will serve as the Clerk of the Board and will compile and prepare required reports to appropriate state agencies, Legislative oversight committees, and grant funders. The Director will also maintain the GeoLibrary website and outreach media.
6. DAFS expects that the Director will focus on the **development and implementation** of GeoLibrary priority projects including coordinating large projects, administering grants, managing GeoLibrary funds, and strategic planning. DAFS expects that the Director will work to expand and enhance the state's collection of data and services in order to maximize the benefits to all geospatial stakeholders.
7. The Board realizes that there may be times when the priorities of the Board may conflict with those of DAFS, the administrative home of the Director. In such cases, the Board priorities will take precedence. These situations include, but are not limited to, providing testimony at legislative hearings on issues related to GeoLibrary priorities, working with state agencies on legislation and bond packages that include funding or staffing for GeoLibrary projects, coordinating work group activities, and other priorities as outlined in the GeoLibrary's Legislation or Strategic Plan.
8. Only the Manager can implement redress or discipline for conduct of the Director, following the employment policies of the State. The Board may submit incident reports and disciplinary requests in writing to the Manager.